


SUGGESTED GUIDELINE FOR REVIEWING
FINANCE RECORDS

- STAT
1. Do not stamp documents or make entries on the Form 4023A until you have thoroughly examined all the material in the folder and understand the filing system used. Practices used in reviewing ☐ materials will not be applicable to finance records in all cases.
 2. File should be perused for documents which in the aggregate constitute a single theme (for example, investigation, survey, etc.). Once this is determined all documents, memos, correspondence pertaining to said theme should be put into a single packet and identified as one document for review and/or declassification action. If necessary isolate "the document" with colored dividers. In such case the most recently dated document in the packet will become the creation date.
 3. Lay aside all routing sheets, cryptic notes, buck slips, etc. that do not appear applicable to the matter at hand. After finishing the folder and they still have not been properly placed, they may be destroyed. Destroy all extra copies of documents, memos, etc. providing that no substantive comments are contained thereon.
 4. Generally speaking, arrange the file in chronological order, if no order is readily apparent. If some order is already established, leave as is.
 5. All pencil notes, draft copies, etc. pertaining to a single finished document will be attached to the document if, in the reviewer's judgement, they in fact constitute a single document.
 6. Stamp the single finished document in Step 5 above, with the review/ declassification action indicators.
 7. Be alert for documents from other agencies and foreign governments. When such documents are found, clip them where they are and note on the review completion slip on the outside of the box: DO NOT TAKE ANY REVIEWING ACTION.
 8. Be alert to proper document identification numbers, make entries exactly as given, if it is clear that only one number applies; in the event several numbers appear on the document, use the identification number of the office of the person who signed the document. If no such number appears, use the number applied by the senior office. Example: O/F _____, DD/S _____, ER _____.
 9. Review and follow instructions set forth in RRP 78-5 on the handling and processing of TS material (including cover and control sheets).


Chief, Administration Branch

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[Redacted Box]
Chief, Administration Branch

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